

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

June 5, 1985

DIRECTOR'S OFFICE

JUN 7 1 56 PM '85

DEPT. OF
TRANSPORTATION

MEMORANDUM 1985-14

TO: Heads of Departments and Agencies
ATTENTION: Payroll/Personnel Officers
FROM: Hideo Murakami, Comptroller
SUBJECT: Treasury Deposit Receipt (SAForm B-13) for Payroll Clearance
Fund Deposits of Salary Overpayment Reimbursements

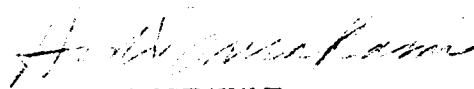
The purpose of this memorandum is to provide immediate instructions to departments and agencies on the preparation of the revised Treasury Deposit Receipt, SAForm B-13, for the specialized process of depositing payroll overpayments collected from State employees. This form has been revised effective 7/1/85, and the revised form is the only form that will be acceptable as of that date. Instructions on preparation and processing of the revised form will be covered in the Accounting Manual at a later date, but there is a necessity for providing these instructions more immediately in view of the required usage of the revised form as of 7/1/85.

Reimbursements of salary overpayments must be deposited into the "Payroll Clearance Fund" by Central Payroll; however, the Treasury Deposit Receipt, SAForm B-13, must first be prepared by the department or agency concerned.

The department or agency keeps Copy #4 and sends the other three copies (#1, #2, and #3) to Central Payroll along with the funds for depositing, the SAForm D-70 "Notification for Payroll Adjustment", and (if applicable) the SAForm D-71 "Employer's Share of Contribution Adjustment Sheet".

Please follow the attached instructions when preparing the Treasury Deposit Receipt, SAForm B-13, revised 7/1/85, for payroll clearance fund deposits.

If there are any questions, your staff should contact the Central Payroll Pre-Audit Clerk assigned to audit your departmental payroll.



HIDEO MURAKAMI
Comptroller

Attachment

INSTRUCTIONS FOR COMPLETING
TREASURY DEPOSIT RECEIPT (SAFORM B-13)

JULY 1, 1985 (REVISED)

| <u>Item No.*</u> | <u>Title</u> | <u>Instructions</u> |
|------------------|--------------------------------|---|
| 1 | Fund | Enter "TRUST". |
| 2 | Detail Fund or Appropriation | Enter "PAYROLL CLEARANCE FUND". |
| 3 | Date | Enter the date of receipt. |
| 4 | Suffix (SFX) | Enter "01". |
| 5 | Transaction Code (TC) | Enter "122". |
| 6 | Fund (F) | Enter "T". |
| 7 | Fiscal Year (YR) | Enter the current fiscal year code (2 digits). |
| 8 | Appropriation Account (APP) | Enter "915". |
| 9 | Department (D) | Enter "M". |
| 10 | Source or Object | Enter "9200". |
| 11 | Cost Center | Enter "050". |
| 12 | Amount | Enter the amount of the deposit. |
| 13 | Remarks | Enter the following information: "SALARY O/P REIMBURSEMENT; Name: SSNo.: PR-Dst: Name of Bank: Check No.: Check Date: Check Amount: (Preparer's Initials)" |
| 14 | Total Deposit | Enter the total amount being deposited. |
| 15 | Kinds of Deposit | Enter the amount of each type of funds to be deposited as specified on the treasury deposit receipt. |
| 16 | Total deposit | Enter the total of the various kinds of funds deposited. This should equal the total deposit, Item 14. |
| 17 | Department | Enter the following information: "FOR DAGS CENTRAL PAYROLL BY: (Name of Department)" |
| 18 | Signature of Authorized Person | The person authorized to prepare deposits within the department must sign the form. |

* Refer to Attachments

[illegible]

| | | | | | |
|---|--|--|----|--|--------------------------------|
| <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 10px;">13</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">REMARKS:</div> | TOTAL DEPOSIT | | 14 | 17 | |
| | KINDS OF DEPOSIT | | 15 | | |
| | COIN | | | 18 | |
| | CURRENCY | | | | |
| | STATE WARRANTS | | | | |
| | CHECKS | | | | |
| | BANK DEPOSITS | | | | |
| | OTHERS | | | | SIGNATURE OF AUTHORIZED PERSON |
| | TOTAL DEPOSIT | | 16 | RECEIPT OF DEPOSIT HEREBY ACKNOWLEDGED BY FINANCE DIVISION. DEPT OF BUDGET & FINANCE | |
| | DISTRIBUTION COPIES COPY #1 — STATE TREASURY COPY #2 — DEPARTMENT FISCAL OFFICE COPY #3 — STATE COMPTROLLER COPY #4 — DEPARTMENT FISCAL OFFICE (FOLLOW-UP COPY) | | | | |
| | | | | | |
| | | | | SIGNED | |
| | | | | DATE | |
| | | | | DEPOSITORY'S NO | |

STATE OF HAWAII

[illegible]

REMARKS:

SALARY O/P REIMBURSEMENT:

Name: Ikedamoto, Beverly F S
SS No.: 109-32-7834
PR-Dst: EG4-001

Name of Bank: First Federal S&L
Check No.: 0453
Check Date: 062985
Check Amount: \$18.96

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| | | | | | |
|--|--|----|----|---|--|
| TOTAL DEPOSIT | | 18 | 96 | FOR DAGS CENTRAL PAYROLL | |
| | | | | By: Dept. of Education | |
| KINDS OF DEPOSIT | | | | | |
| COIN | | | | DEPARTMENT | |
| CURRENCY | | | | | |
| STATE WARRANTS | | | | | |
| CHECKS | | 18 | 96 | SIGNATURE OF AUTHORIZED PERSON | |
| BANK DEPOSITS | | | | | |
| OTHERS | | | | | |
| TOTAL DEPOSIT | | 18 | 96 | RECEIPT OF DEPOSIT HEREBY ACKNOWLEDGED BY FINANCE DIVISION DEPT OF BUDGET & FINANCE | |
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| | | | | DATE | |
| | | | | DEPOSITORY'S NO | |
| | | | | | |